**Reader’s/ Writer’s Notebook**

**Technology 101**

1. Google Docs
   1. Using your COLLEGE gmail account
   2. Go to google docs (or google drive)
   3. Create a FOLDER called First Name Last Name
   4. SHARE this folder with [hilarywiltshire@staff.craven.k12.nc.us](mailto:hilarywiltshire@staff.craven.k12.nc.us)
   5. You will need to give me permission to view AND edit documents within this folder
   6. Anything you put in this folder, I will automatically be able to see it at whatever stage it is at.
   7. You will create different folders within this folder for your different assignments (Vocabulary, Thursday Letters, Writings, Independent Reading, Projects, etc)- these folders and their contents will automatically be shared with me.
   8. You MUST name your assignments EXACTLY what I tell you and place them EXACTLY where I tell you or your assignment will NOT be graded. I will not go searching for an assignment.
   9. You can upload documents to your drive, but you must be logged into your email in a Mozilla Firefox browser.
   10. When uploading files from your computer, make sure they are saved in a “Microsoft Word 97/2000” file format, NOT .odt.
2. Wikispace (bookmark [www.eceenglishi.wikispaces.com](http://www.eceenglishi.wikispaces.com) )
   1. You will not join this wikispace- there is no need
   2. Daily agenda tab- where you will find what we are doing on a day to day basis in RWWS
      1. Weekly I will move the days that have passed to the Archives page where you will be able to access the information.
   3. Class Calendar- where you will see a calendar month view of the main assignments due in RWWS
   4. Regular Assignments- where you will find need to know information on the regularly occurring assignments for RWWS
      1. Thursday letters
      2. Independent Reading
      3. Vocabulary- access to the chart and lists
   5. Class Resources- where I will upload documents that will be helpful to you in RWWS
   6. Unit tabs- as we cover different units in RWWS, I will create a tab with the unit’s name and you will find all relevant information there.
3. Random Tech-related notes
   1. You can use [hilary.wiltshire@craven.k12.nc.us](mailto:hilary.wiltshire@craven.k12.nc.us) (notice this email is different than the one above) to email me questions about class, assignments, etc. Do NOT email assignments to this email account.
   2. If you are completing an assignment LATE- then you need to email [hilarywiltshire@staff.craven.k12.nc.us](mailto:hilarywiltshire@staff.craven.k12.nc.us) and let me know when you have completed it so that I can go back and check it- I will not automatically know that you have completed something late.
   3. If you decide to use Open Office: When saving the file, make sure to “save as” a WORD 97/2000 file so that it can be universally opened and the format doesn’t get messed up!